



## OFFICIAL SUPPORTERS CLUBS

### CLUB SECRETARY CONFIRMATION STATEMENT

Your role as a Secretary, and your membership of your Official Supporters Club, is subject to the OSC [Terms and Conditions](#) and the Club Secretary Confirmation Statement. Please read both of these carefully. By applying to start a club, you confirm that you have read the OSC Terms and Conditions and the Club Secretary Confirmation and that you understand they will apply to you.

As the Secretary for your Official Supporters Club, you will be responsible for managing your club's email address, website and social platforms, and ensuring that these comply with the Official Supporters Club [Terms and Conditions](#).

If your club opts into the Ticketing scheme, you will be responsible for completing and submitting the member application form for your club each season, and your match ticket application forms for home and away matches each season.

You will collect and process personal data about members of your Official Supporters Club. You must ensure that you comply with applicable data protection laws, and, in particular, that you:

- Only use that personal data in order to fulfil your duties as an Official Supporters Club secretary
- Make it clear to members that they can access Chelsea's privacy policy at [www.chelseafc.com/privacy](http://www.chelseafc.com/privacy)
- Keep personal data secure, so as to protect against loss, destruction or theft (e.g. keep data in password protected spreadsheets or another form of secure electronic storage, and do not keep physical copies of personal data)
- Only give personal data to people who need to know it, in order to operate the Official Supporters Club
- Inform Chelsea if anybody complains about your handling of Official Supporters Club personal data (including members or any regulatory body), or asks you to help them exercise their personal data rights
- Only keep personal data as long as you need, and delete:
  - o (A) any personal data you hold about a member once they are no longer a member of the club
  - o (B) any personal data we ask you to

We will use your personal data in accordance with our Privacy Policy, found [here](#).